WELCOME TO THE TRANSITION ASSISTANCE PROGRAM

Department of Defense • Department of Veterans Affairs
Department of Labor • Department of Transportation

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COURSE OVERVIEW

- Personal Appraisal
- Career Exploration
- Strategies for an Effective Job Search
- Interviews
- Reviewing Job Offers
- Support and Assistance

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Personal Appraisal

- Coping with stress
- Create a career catalogue
- Identify strengths and challenges
- Analyze your skills
- Determine work preferences
- Analyze work-related values

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Career Exploration

- Career Research
- Assess financial needs

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Strategies for an Effective Job Search

- Set Goals
- Get Organized
- Research Companies
- Job search assistance
- Where to search for jobs
- Complete an application
- Create an effective resume
- Write cover letters

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Interviews

- Interview process
- Employment tests
- Present your 30 second commercial
- Prepare for an interview
- Dress for success
- Listening skills
- Interpret body language
- Answer questions
- Ask questions during interviews
- Follow up after interviews
- Analyze why you did not get the job

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Reviewing Job offers

- Evaluate job offers
- Negotiate job offers
- Communicate your decision to the employer

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Support and Assistance

- Department of Defense
- Department of Labor
- Department of Veterans Affairs
- Department of Homeland Security

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Questions

Q & A

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